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ABSTRACT

This task force report discusses preservation practices in the University of Wyoming Library and presents recommendations for developing a more cohesive library material preservation program with a timeline for implementation. Recommendations deal with the specific areas of staffing the conservation program; condition of library materials; environmental factors; staff and patron education; handling library materials; repair practices, materials, and facilities; treatment policies and procedures; binding practices; and disaster planning. The formal charge to the Task Force on Preservation Practices, a conservation coordinator position description, and the timeline for implementing the conservation program are appended to this report. (MBR)

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UNIVERSITY OF WYOMING LIBRARIES

REPORT OF THE TASK FORCE ON PRESERVATION PRACTICES

May 1985

TASK FORCE ON PRESERVATION PRACTICES

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TABLE OF CONTENTS

Introduction.....1

Staffing of the Conservation Program.....3

Condition of Library Materials.....4

Environmental Factors.....6

Staff Education.....11

Patron Education.....13

Handling Library Materials.....14

Repair Practices, Materials and Facilities.....16

Treatment Policies and Procedures.....18

Binding Practices.....21

Disaster Planning.....24

Appendices

A. Charge to the Task Force on Preservation Practices.....27

B. Conservation Coordinator Position Description.....28

C. Timeline for Implementing the Conservation Program.....30

Notes.....32

INTRODUCTION

The Task Force has reviewed current preservation practices in the University Library and the staffing of these activities. This report discusses preservation practices in the Library in general topics and presents recommendations for developing a more cohesive program, with a timeline for implementing the program. Information presented in this report was drawn from interviews with staff members involved in preservation activities and with their supervisors. Reports were drawn from the files of the former Conservation Committee and the Administrative Office. The information was gathered in the Fall of 1984. The Library is a dynamic organization and changes have occurred since that time.

Several staff members have recently attended conservation workshops and have recommended changes in the Library's materials handling and repair practices. Repairs have been suspended pending the workshop on mending techniques which is scheduled for late spring, 1985. New supplies have been ordered to replace the conservationally unsound materials which had been used. Conservation is now being included in Library staff development programs. It is the hope of the Task Force that the recommendations included in this report will help strengthen these promising trends.

There is disagreement among preservation professionals about the exact meanings of the terms conservation and preservation. The Task Force report uses the terms synonymously to refer to protecting both

the physical format and the intellectual content of library materials.

A number of the Task Force recommendations refer to the Collection Development Officer and the subject specialist/liaisons. These positions and their duties are described in the report of the Task Force on Organization and Staffing.

Two sources that have been of great use to the Task Force are the ARL Preservation Planning Program[1] and the RLG Preservation Manual.[2] Readers wishing more information about the topics covered in this report should refer to these titles.

The Task Force would like to thank the Director of Libraries for his encouragement and support throughout this study. We would like to express special appreciation to Craig W. Jensen, preservation consultant, for his assistance to the Task Force. Because his report on the American Heritage Center (AHC) was issued this fall, the Task Force report does not include specific recommendations on the AHC. The Jensen report should be considered an adjunct to the Task Force report.[3] Thanks are also due to the many people who answered our questions and supplied us with documentation.

The charge to the Task Force is included in Appendix A of the report. Members of the Task Force were: Martha Hanscom, Chair, Dorothy Bulgrin, Alice Collins, Sandra Curl, and Claudia Stewart.

STAFFING OF THE CONSERVATION PROGRAM

Many of the components of a conservation program are already in place in different areas within the Library. Staff in the repair and bindery operations, the shelvers, Collection Development personnel, and many others make handling and treatment decisions that directly affect the longevity of library materials. Interviews with Library staff, written and oral reports of consultants, and the experience of the Library's former Conservation Committee have shown that there is wide variation in the conservation knowledge and skills among Library staff. Responsibility and authority for conservation activities have been diffuse and unclear. There has been no coordination of these activities among departments. The Library staff has generally not been educated in conservation theory and practice and, as a result, some practices have been harmful to library materials.

RECOMMENDATIONS

To implement the recommendations of the Task Force, it is desirable to assign to one person the responsibility for coordinating all conservation activities in the Library. The primary duties of this person, the Conservation Coordinator, would be to oversee all conservation activities in the Library, formulate policies and procedures for conservation activities, and to educate the Library staff about conservation. In order to be effective, this person should have the authority to recommend and implement changes across departmental lines. As the program grows, it will be necessary to increase the staff, including technicians to do conservation treatments.

1. The Director of Libraries should prepare a position description and make the necessary administrative arrangements for hiring a Conservation Coordinator. A sample position description is included in Appendix B. A national search for a Conservation Coordinator should be started as soon as possible.

2. The Conservation Coordinator should assess the conservation program at the end of the first year and submit recommendations for staffing needs for the next five years to the Library Administration.

3. The Library Administration should assess the conservation program at the end of the first year to determine whether to continue the program and whether an expanded program is desirable.

CONDITION OF LIBRARY MATERIALS

The majority of the circulating collection in the Library is relatively new and appears in good condition. Appearances are probably deceiving, however, since studies have shown that books manufactured since the late 19th Century are rapidly becoming too brittle to use. Books that look good may already be structurally weak, or will deteriorate within a few years.

The Task Force did not undertake a systematic survey of the collections to determine their condition, but general observations and interviews with Library staff have identified the following collections that are in poor condition:

Music scores, especially in the Dewey collection, are badly worn. Some of them are unbound and others are in acidic pamphlet binders.

The Serial Set in Documents has dry and cracking leather bindings. Material inserted in these volumes is breaking at the folds. Documents has a microfiche copy of the set from the beginning to about 1915, but the maps and other illustrations do not reproduce well in microform. Old census and other documents are in poor condition. Some older documents were glued rather than bound, a practice which has been discontinued. The glue has become brittle and the volumes are falling apart.

A project to protect historic maps by encapsulating them between sheets of mylar has been in place for several years. Some of these maps may require professional treatment as well.

A collection of old theological books with deteriorating leather covers is stored in the cage.

A large collection of historic newspapers from Wyoming and other states is kept in the cage. The Wyoming State Archives has microfilmed some of them, but the project is proceeding slowly.

A clipping file on Wyoming topics in the Reference department was begun in 1938. The collection is heavily used and the paper is very brittle.

RECOMMENDATIONS

4. The Conservation Coordinator should begin within three months

after being hired to survey the collections to identify groups of material that need treatment, and should present a list of these materials to the Collection Development Officer within three months after beginning the survey.

5. Collection Development staff should then assign priorities to the materials identified as needing treatment, based on their relative importance to the Library's collections. A list of these priorities should be presented to the Collection Development Officer and the Conservation Coordinator one month after the survey has been completed.

6. Working together, the Conservation Coordinator and the Collection Development Officer should determine treatment options and present budget and staffing proposals to the Library Administration within nine months after the Conservation Coordinator is hired. (For a discussion of treatment options, see the section entitled TREATMENT POLICIES AND PROCEDURES.)

ENVIRONMENTAL FACTORS

"Control of the environment for a research collection is critical and perhaps the major element affecting the longevity of library materials. It is the single most important element in any preservation program, especially in a research library that has the responsibility for preserving items used infrequently."[4]

Temperature and humidity are the most important factors in the deterioration of library materials. They are interrelated and affect

other factors, such as air pollutants, insects, and fungi. Changes in temperature and humidity are extremely harmful, since fluctuations place stress on the components of books and film, weakening and eventually destroying them. Daily cycling of temperature and humidity levels should be avoided, and seasonal variations should be minimal and introduced gradually. Good ventilation is necessary to prevent pockets of stagnant air whose temperature and humidity levels vary from the ideal.

There is a direct relationship between heat and the life of library materials: deterioration is doubled with each 10°C increase in temperature. Heat affects the speed of chemical reactions and influences the growth rates of fungi. The optimum temperature of an open stack library will be a compromise between low temperatures for the books and other materials and warmth for the people who share the space. A generally recommended temperature for open stack libraries is a constant 65°F, plus or minus 5°.5 Changes in temperature cause variations in relative humidity. The stress caused as materials shrink and expand in response to the changing moisture content is harmful to library materials. A constant relative humidity of 45%, plus or minus 5%, is recommended for books and motion picture film and 50%, plus or minus 5%, is recommended for microforms.6

Other important environmental factors are light, air pollutants, and biological agents. Light energizes destructive chemical reactions, making paper brittle, and bleaching bindings. The greatest damage is caused by rays in the ultraviolet end of the spectrum, which

are emitted by both sunlight and fluorescent tubes. Chemical pollutants such as sulfur dioxide destroy paper, fade photographic images, and deteriorate film bases. Dust and dirt not only contain chemical pollutants, but are abrasive to paper and film. Biological agents thrive on the organic elements of library materials, especially under conditions of high temperature and humidity levels and poor housekeeping. Rodents and insects are often attracted by litter, such as crumbs and candy wrappers, found in the stacks.

Conditions in the Library

A survey of Library conditions was conducted in 1980. Temperatures in Coe Library were monitored in 1980-1981. The findings of these studies are summarized below, and the full reports are available in the files of the Task Force.[7]

According to Physical Plant staff, the temperature is set at 72°F in Coe, at 69°F in Science, and at 68°F in Geology. The temperature in the Film Library vault is maintained at 60-65°F, using an air conditioner which is monitored by the staff. Geology and the older part of Coe have no air conditioning systems; old Coe has an air handling system which provides ventilation.

The Library staff monitored temperatures in Coe during selected months of 1980-1981. The average temperatures in old Coe ranged from 69-80°F. In new Coe, the averages ranged from 71-77°F. The highest temperature recorded in old Coe was 87°, the lowest was 60°. In new Coe, the high was 84°, the low was 68°. The temperatures fluctuated

with both time and place, exposing materials to great stress. All of the areas monitored house library materials, but the majority of the stacks are in new Coe, which is warmer than recommended.

The Film Library maintains the relative humidity in the vault at 55-60%, using a humidifier. The relative humidity is kept at 35% in new Coe. The Physical Plant staff say that they cannot raise the relative humidity without causing condensation on the windows. In the Science Library, the relative humidity is kept at 25%. People have complained whenever the level has been raised. Old Coe and Geology have no humidity controls.

The ventilation system in old Coe was recently renovated. Nevertheless, staff members have noted variations in different parts of the building. There is concern about temperature variations in Science.

Materials in Coe and Geology are exposed to sunlight through the windows. All libraries are lit by fluorescent lights that are on whenever the libraries are open. None of these light sources are filtered to screen out ultraviolet (UV) rays. Window shades are provided but their use is subject to the convenience of the people in the area, not the welfare of the books. Certain collections are stored in darkness and lit only when in use: for example, maps and microforms, which are stored in cabinets, and motion picture film, which is kept in a separate storage room.

Laramie's air is reasonably free of chemical pollutants, although

pollutants may be emitted by materials within the Library such as rubber bands around microfilm reels. Dust and dirt are serious problems. All the libraries, except Science, have windows which open and let in dirt. Coe and Science have mechanical filters in their air handling systems. It is unknown how often these filters are cleaned or replaced. None of the libraries has a regular program for cleaning the stacks. In general, none of the libraries is very dirty, but the situation should be monitored.

The low humidity in Laramie discourages fungi and insects, but silverfish have been reported in all of the libraries. Professional fumigation is carried out regularly. Enforcement of the Library's prohibition of food and drink has been inconsistent.

In general, the environmental conditions in the Library are not ideal. It is too hot and dry, and the heat and humidity vary with both time and place. The strong sunlight is a particular concern.

RECOMMENDATIONS

7. The Library administration should immediately arrange for temperature and humidity levels to be set in accordance with the guidelines listed above.

8. The Conservation Coordinator, in cooperation with the staff members responsible for each Library building, should begin to monitor environmental conditions. Hygrothermographs should be purchased in order to monitor temperature and humidity levels in each major area of the Library for at least a year. The results

of the monitoring should be compiled and presented to the Library administration with recommendations for action. This will be an ongoing project that should begin within three months after the Conservation Coordinator is hired.

9. All light sources in areas where books are shelved should be filtered to screen out ultraviolet rays. Since this will be an expensive project, it should be completed in stages. The most important collections should receive the first filters and the remaining filters should be purchased according to a plan developed by the Conservation Coordinator, in consultation with the Collection Development Officer.

The Collection Development Officer should present the Conservation Coordinator with a list of major collections in the Library, arranged in priority order. These priorities may be in terms of monetary or research value, according to the judgment of Collection Development personnel. Based on these priorities, the Conservation Coordinator should then develop a program for buying ultraviolet filters yearly over the next five years. This program should be presented to the Library administration to be included in budget planning within nine months after the Conservation Coordinator is hired.

STAFF EDUCATION

If Library staff know and follow conservation principles and practices, the useful life of library materials can be prolonged. Harmful

practices as a result of ignorance are costly in terms of knowledge that is inaccessible and money that must be spent to repair or replace materials. Refer to the section entitled HANDLING MATERIALS for a discussion of these practices.

There is currently no Library-wide program for conservation education. Several departments include conservation in their employee orientation programs, others do not. Problems observed throughout the Library indicate that the staff is generally not well informed about conservation. Since everyone handles materials, everyone should be introduced to general conservation principles. Specific training should be provided that is geared to the needs of individual Library departments.

General training should include the areas of shelving practice, photocopying techniques, environmental concerns, binding, and disaster prevention and recovery. In depth training should be concerned with techniques needed by the individual departments. For example: Interlibrary Loan personnel would benefit from demonstrations of how to photocopy and wrap books for shipping; proper shelving practice would be shown to Circulation staff.

RECOMMENDATIONS

10. The Conservation Coordinator, in cooperation with the Staff Development Program Committee and department supervisors, should prepare a plan for providing on-going conservation education to the Library staff as a whole and to individual departments. The

plan should include a list of topics to be addressed and a list of personnel to be trained in each area. The plan should assign priorities to the topics and develop a timetable for the implementation of the plan. The plan should be submitted to the Library administration within six months after the Conservation Coordinator is hired.

11. The Conservation Coordinator, in cooperation with the Staff Development Program Committee, should identify resources (people and materials) that can be used in the staff education program. Such resources include audio-visual materials that are available on loan from the Library of Congress, articles that could be routed to appropriate staff members, and consultants who could conduct workshops.

PATRON EDUCATION

People who use library materials play an important part in prolonging the useful life of those materials. Inadvertent damage and willful abuse deprive others of the use of library materials. Except for posting "no food or drink" signs in the Library, there is currently no program to educate Library patrons about library conservation.

Some of the problems reported by Library staff include: books chewed by puppies, articles and pictures cut out of books and periodicals or entire volumes stolen, marking in library materials with pen, pencil and highlighters, wet books and periodicals that have been exposed to rain, snow or other water sources, food and drink residue

on paper and bindings and barcodes ripped off books.

RECOMMENDATION

12. The Conservation Coordinator, in consultation with the Associate Director for Public Services, should prepare a plan for educating Library users about conservation. The plan should be submitted to the Library administration and be ready for implementation within nine months after the Conservation Coordinator is hired. Possible components of such an education program might include: posters placed near the photocopiers, articles in the Branding Iron and Campus Pulse, handouts at the circulation desks, reference exhibits, or information included in orientation tours.

HANDLING LIBRARY MATERIALS

Proper handling of library materials will reduce mechanical wear and tear and prolong their lifespan. This section deals with policies and procedures for in-house handling of materials. Educational issues are covered in the sections entitled STAFF EDUCATION and PATRON EDUCATION.

The following problems have been noted by visiting consultants, Library staff, and members of the Task Force. Books are occasionally shelved on their fore edges in Technical Services and in the stacks. Bookends are not used properly. Books fall off book trucks and sometimes whole book trucks tip over, spilling the contents. Materials have been stored on the floor of the cage, where they are subject to water damage; however, this practice has recently been discontinued.

Books and journals are jammed into baskets for transport to and from the branches. Materials sent by the in-house "run" or by courier are often not properly wrapped. Bindings are broken when volumes are forced open during photocopying. Dropping materials into book drops damages bindings and outdoor book drops expose their contents to the weather. Books are piled high on staff desks, where they may easily fall off. Foreign substances, such as paper clips and rubber bands, are placed in books. Film is subject to scratches and fingerprints. Some microfilm reels have rubber bands around them, which may cause chemical pollution.

There are no policies dealing with the conservation aspects of photocopying or transporting materials. Equipment, such as photocopiers, book drops, book trucks, map and microform cabinets, exhibit cases, or microform readers, is purchased without considering the conservation implications of its use. There are few written procedures instructing staff members in the proper techniques for handling materials. An example of a manual that does exist is the shelvers' manual.

RECOMMENDATIONS

13. The Conservation Coordinator should write policies for handling library materials and propose a plan for monitoring staff compliance with these policies and present them to the Library administration for ratification and distribution within six months after the Conservation Coordinator is hired. Among the topics to be included are: types of materials that may or may not be photo-

copied by the Library staff, especially for interlibrary loan; conservation implications for equipment purchases; and in-house storage policies.

14. The Conservation Coordinator, in consultation with the Associate Directors for Public and Technical Services and appropriate staff members, should prepare written procedure manuals for handling library materials within six months after the Conservation Coordinator is hired. Topics to be covered include: shelving, wrapping books for mailing, transporting materials within the Library, across campus, and off campus, and photocopying.

15. The Conservation Coordinator should review equipment now in use, noting any that is harmful and needs to be replaced. The Conservation Coordinator should compile a list of equipment that needs to be replaced and present a plan for its replacement to the Library administration within nine months after the Conservation Coordinator is hired. The Conservation Coordinator should review all future equipment orders for conservation implications.

REPAIR PRACTICES, MATERIALS AND FACILITIES

Relatively simple book repairs, such as torn pages and loose hinges, are made by the Processing staff in Coe and by a staff member in the Documents Department and each of the branches. Most of these staff members have had little or no training in conservationally sound repair techniques. Neither materials nor techniques have been

reviewed in light of conservation considerations.

Visiting consultants have observed that our materials and methods are not in accordance with sound conservation practice. The supplies currently used for repairing library materials are highly acidic and harmful to paper and bindings. These supplies, including adhesive tapes, glues and pamphlet binders, have been ordered according to cost considerations rather than conservation needs. A list of materials currently used for mending is available in the Task Force files and has been sent to a consultant for review and recommendation. A workshop to train the repair staff is being planned for the Spring of 1985.

Repairs in Coe are made in the Processing Unit. Space in Processing is very limited. There is no room for workspace or storing supplies for an expanded repair program. Repairs in the Science and Geology Libraries are made in those libraries, where there are no special facilities for repair work.

Films are cleaned and inspected after each use. Repairs are made immediately by a part-time aide and work-study employees who have received on-the-job training. The Film Library also employs two technicians who repair the hardware.

RECOMMENDATIONS

16. The Conservation Coordinator should review all supplies and equipment ordered by the repair staff. This review should begin immediately after the Conservation Coordinator is hired and should

be on-going.

17. The Conservation Coordinator should arrange for regular training programs for the benefit of both old and new employees to ensure that these materials are properly used. The first training sessions should be held within three months after the Conservation Coordinator is hired and should be on-going.

18. The Conservation Coordinator, in consultation with the repair staff in each of the libraries and with the Archivist, should propose a five-year plan for improving repair facilities to the Library administration within one year after the Conservation Coordinator is hired. Issues to be considered include: increasing the scope of the repair operation to include more extensive repairs and in-house binding, acquiring more equipment, combining all repair personnel into one central operation, moving to a new facility, and staffing needs.

TREATMENT POLICIES AND PROCEDURES

Among the possibilities for dealing with worn and damaged library materials are: 1. treatments ranging from simple repairs to full restoration, 2. replacing the item by purchasing another copy or microfilming the Library's copy, 3. withdrawing the item, or, 4. returning the damaged item to the stacks without treatment. Decisions will be guided by the value of the item to the Library's collection, the availability of replacement copies, and the amount of treatment needed. It is also necessary to decide whether the item is important

as an artifact, or whether the informational content alone is to be preserved.

The above decisions require input from conservation experts with expertise in mending and restorative techniques, and from Collection Development personnel who know the bibliographic value of the items requiring treatment. Without balancing these two kinds of expertise, ephemeral material might be given expensive restoration while valuable items might receive the wrong treatment.

Cooperation between Collection Development and the repair staff in Processing has been in place in Coe for several years. Materials in need of repair, replacement, or other treatment are currently identified by the Circulation staff and sent to the Head of Collection Development for treatment decisions. Each volume is reviewed and a decision is made to repair, rebind, replace, or withdraw it. Previously, the Circulation staff sent all damaged materials directly to Processing for repair.

The number of volumes sent to the Head of Collection Development varies throughout the semester and at times backlogs develop. The system depends on the judgment and experience of the Head of Collection Development. There is little input from the subject specialist/liaisons, and there are no written policies or procedures for decision-making.

In the branch libraries, treatment decisions and most repairs are handled locally. Only items that need to be rebound are sent to the Head of Collection Development.

There is no program for the regular identification and replacement of worn and damaged library materials. Items in need of attention are identified by Circulation staff in the course of their normal circulation and shelving duties. The number of repairs that can be undertaken is limited by the time that Processing staff has available for mending, and Circulation personnel are discouraged from seeking out materials to repair. The State Archives has microfilmed some of the Library's Wyoming newspaper collection and the Library has bought microform replacements for a few serial backruns.

Until recently, the Library has had no formal relationship with conservators or conservation treatment centers. It has relied upon informal contacts made by Library staff members. Since 1984, the Library has retained Craig W. Jensen, conservation consultant from Austin, Texas, to recommend a conservation program for the special collections. There may be a need for the Library to seek advice from other specialists (e.g., for non-book formats).

RECOMMENDATIONS

19. The Conservation Coordinator and Collection Development Officer should write policies and procedures for treatment decisions. They should include both conservation and collection development issues to be considered when making the decisions. Among the issues to be included are: kinds of treatments available and their relative costs, bibliographic considerations, involvement and training of the subject specialist/liaisons, and the establishment of a budgeted program for identifying and replacing

worn library materials. These policies and procedures should include the Science, Geology, and Film Libraries. They should be presented to the Library administration within nine months after the Conservation Coordinator is hired.

20. The Conservation Coordinator should compile and maintain a list of conservation resources for the use of the Library. The Coordinator should write policies and procedures for sending materials for outside treatments, including such issues as packing and insurance. They should be presented to the Library administration within nine months after the Conservation Coordinator is hired.

BINDING PRACTICES

Binding of books and periodicals is an important and expensive conservation activity. Properly done, binding prolongs the life of library materials by protecting the paper from the wear and tear of everyday handling. Improper binding, however, may shorten the useful life of books and periodicals.

The Library budget for binding is $75,000 for the 1984/85 fiscal year. The majority of the Library's binding is sent to Mountain Plains Bindery in Greeley, Colorado, and to Hertzberg New Method in Jacksonville, Illinois. The Denver Book Bindery is used for special problems. Many paperbacks are ordered from Book House, where they are bound before being shipped to the Library. The cost of binding for the Book House orders is therefore not included in the binding budget.

A task force to investigate bindery practices recommended in 1982 that all materials except those kept only briefly be bound. Gluing the spines and nailing with wax nails, which had been alternatives to binding, were stopped on the recommendation of that task force.

Although no written guidelines were found, the following policies are reported to be in effect: 1. All first copies of monographic paperbacks in Coe, Science and Geology are bound. Nothing is bound for the off-campus branches, Hebard, and the rare book collections. Depending on the size and condition of the material, books may be bound by the commercial binderies or in-house, using pamphlet binders. 2. All periodicals which the Library intends to keep are bound at the completion of a volume. The decision to keep or to discard after a specified period is supposed to be made by Collection Development personnel. If a periodical volume is incomplete, an attempt is made to obtain the missing pages through Interlibrary Loan and other sources. If the volume cannot be completed, it is bound incomplete and the lack is noted. As glued or nailed volumes require repair, they are bound, but no attempt is made to seek them out.

The current contract with Mountain Plains Bindery began in 1984 and runs for five years. The contract contains very general specifications and it is difficult to use them in judging the work of the binder. A copy of the contract is available for inspection in the Task Force files.

Two consultants have commented that volumes returned from Mountain Plains Bindery exhibit poor workmanship. Library staff have noted

that excessively tight bindings and narrow gutters make photocopying difficult. Most volumes are oversewn, which is a practice generally deplored by conservation experts.

In general, the Library staff has had no instruction other than guidelines on location and format about what to send to be bound. There is no policy that describes conditions such as narrow margins and brittle paper under which books should not be bound, or that describes alternative binding methods and their application. The bindery staff in Support Services and in the branches have not received training to enable them to detect poor bindery workmanship.

RECOMMENDATIONS

21. The Conservation Coordinator, in cooperation with the Manager of Support Services and the Collection Development Officer, should prepare a policy dealing with the conservation aspects of binding for the use of all Library staff who make binding decisions. The policy should be presented to the Library administration within six months after the Conservation Coordinator is hired.

22. The Conservation Coordinator, in cooperation with the Manager of Support Services, should plan and institute a training program for the staff who prepare materials for binding and who inspect the materials upon their return. The training should teach staff how to predict and detect conservation-related problems. The plan should be presented to the Library administration within three months after the Conservation Coordinator is hired.

23. The Conservation Coordinator should work closely with the binder to monitor the quality of binding being done and to clarify our expectations of satisfactory work, beginning within six months after the Conservation Coordinator is hired, and on-going.

24. The Conservation Coordinator, in cooperation with the Manager of Support Services, and Associate Director for Technical Services, and outside consultants as needed, should write detailed specifications for the bindery contracts as these contracts come up for renewal. These specifications should follow the most current standards endorsed by the American Library Association.

DISASTER PLANNING

All parts of the Library system have experienced leaking ceilings, broken pipes, and seepage after heavy rains. There was a major flood in 1976, during construction of the addition to Coe, in which a large number of boxes stored on the cage floor were damaged. Defective swamp coolers on the roof flooded Archives in the summer of 1983, but there was minimal damage due to prompt action by the Archives staff. Laboratories are located above the branch libraries and there have been occasional plumbing leaks from these laboratories onto the stacks. During heavy rains in the summer of 1984, all of the Library buildings experienced seepage from saturated ground, but the only materials reported damaged were a few discarded books that molded as a result of being stored on the cage floor.

A disaster plan for water damaged materials was written by Bettina

Manzo in 1980. It dealt primarily with Coe Library, although much of it was relevant to the rest of the Library system. Copies of the plan were distributed to each department and a disaster action team was appointed. The plan was updated in 1983. A plan was written for the Science Library by Bettina Manzo and Rhonda Gaylord in 1983. The plans include a list of items to be saved first in each department and in the Library as a whole. No specific plans have been written for the other libraries on campus. Many members of the original disaster action team have left the University and others have different duties, so the list of people to call in case of an emergency is now out of date.

A state-wide disaster plan was written in 1981 and a disaster recovery action team (DRAT) was formed, with a coordinator appointed by the State Librarian. The current DRAT coordinator, appointed in 1984, is Martha Hanscom. She is also the chair of the newly appointed Library Disaster Recovery Team. The other team members are Alice Collins from Science Reference and Claudia Stewart from Archives. The team is charged to become trained in disaster recovery techniques and to be prepared to deal with any disasters that occur in the Library. A workshop on disaster recovery was sponsored by the Wyoming State Library and held at the University October 16-17, 1984.

RECOMMENDATIONS

25. The Library Disaster Recovery Team should write disaster plans for the remaining campus libraries and should review the plans already written by September 1, 1985.

26. The Library Disaster Recovery Team should keep abreast of new developments in disaster recovery techniques and should provide disaster recovery training for the Library staff annually. Possible methods include annual workshops, articles in the Tear Sheet, and routing reading materials to the staff.

APPENDIX A

CHARGE TO THE TASK FORCE ON PRESERVATION PRACTICES

1. The Task Force should conduct an audit of preservation practices in the University Library.

2. The Task Force should assess the strengths and weaknesses of current practices.

3. The Task Force should recommend a plan for the implementation of a comprehensive program in the Library. The plan should include workable recommendations that address the weaknesses discovered in the above audit. The Task Force should recommend a time table for the gradual implementation of the plan.

4. The Task Force should prepare a detailed written report of the analyses and recommendations and submit it to the CAP Study Team by October 1, 1984.

APPENDIX B

CONSERVATION COORDINATOR POSITION DESCRIPTION

QUALIFICATIONS: Required qualifications include thorough familiarity with conservation philosophy and practice in academic research libraries; demonstrated ability to provide leadership in establishing a new program, to communicate effectively with people at all levels, and to educate Library staff. Desirable qualifications include an MLS from an American Library Association accredited school or an appropriate equivalent, and completion of a program in conservation administration.

REPORTING RELATIONSHIP: The Coordinator should report to the Director of Libraries.

RESPONSIBILITIES:

1. Coordinate all conservation activities in the Library.

2. Formulate policies and procedures, in cooperation with appropriate Library staff, for conservation activities in the Library. (e.g. repair, binding, stack maintenance, preservation microfilming, exhibits, etc.)

3. Coordinate education programs for the Library staff and patrons to promote general conservation awareness and to provide training in specific techniques.

4. Plan the future of the conservation program, based on a rational

assessment of the needs of the collections, and present recommendations for budget and staff needs to the Library administration.

5. Monitor environmental conditions in the Library and recommend improvements.

6. Write specifications for the commercial binding contracts, monitor the binders' performance, and serve as liaison between the binders and the Library.

7. Coordinate in-house repair activities and advise on treatment alternatives for worn and damaged materials.

8. Review and make recommendations on conservation-related supply and equipment purchase requests. Monitor and evaluate performance of materials and equipment.

9. Coordinate planning for prevention of and recovery from emergencies such as fire and water damage.

10. Keep abreast of developments in conservation theory, methods, and technology and make this information available to Library staff.

11. Cooperate with other state and regional libraries and institutions on conservation activities.

APPENDIX C

TIMELINE FOR IMPLEMENTING THE CONSERVATION PROGRAM

Before Conservation Coordinator is hired:

- Set temperature and humidity levels to agree with recommendations immediately
- Start search for Conservation Coordinator as soon as possible
- Complete disaster plans for rest of Library system by Sept. 1, 1985

After Conservation Coordinator is hired:

Within three months:

- Start a survey of the physical condition of the collection
- Review repair supplies and equipment and recommend replacements
- Train staff in repair and bindery preparation techniques

Within six months:

- Begin monitoring environmental conditions in the Library
- Write policies for handling materials, binding, treatments, etc.
- Write procedure manuals for handling materials, etc.
- Work with binder to clarify our expectations, improve his work
- Plan staff development program

Within nine months:

- Develop plan for treating materials discovered in survey (above), including priorities and resources for treatment
- Plan patron education program
- Review equipment throughout Library and recommend replacements
- Develop a plan for the installation of UV filters

End of first year:

- Assess the program
- Develop a five-year plan for staffing and facilities development

Second through fifth year:

- Write specifications for new bindery contracts as they come up for renewal
- Develop expanded program for in-house treatment of damaged and worn materials
- Continue to implement staff training program

NOTES

[1]Pamela W. Darling and Duane E. Webster, Preservation Planning Program: an Assisted Self-Study Manual for Libraries (Washington, DC: Association of Research Libraries, Office of Management Studies, 1982).

[2]RLG Preservation Manual (Stanford, Calif.: The Research Libraries Group, 1983).

[3]Craig W. Jensen, "A proposed conservation policy for the University of Wyoming Libraries," (report submitted to the President of the University of Wyoming, Laramie, September 17, 1984).

[4]RLG Preservation Manual, p. 59.

[5]RLG Preservation Manual, p. 59.

[6]RLG Preservation Manual, pp. 59, 113, 116. Recommendations are also given for other materials.

[7]Martha Hanscom and Nancy Fujii, "Report on Environmental Conditions in the University Libraries" (report submitted to the Director of Libraries and the Conservation Committee, University of Wyoming, Laramie, March 17, 1980). Coe Library temperature statistics are available in the files of the Task Force on Preservation Practices.